

- ▶ Closed Exams
 - Eight (8) scheduled
 - Must complete a 32 hour certification review class prior to test date
 - ▶ Allows pre-approval for one closed exam within three calendar months
 - **Pre-approval** of Exam Application is **required**
 - Exam application must be submitted to Operator Certification office **30 days prior to test date**
 - Once approved, Operator will be mailed an “Exam Admission Authorization”
 - You must present the Exam Admission Authorization to enter the Closed Exam
 - Driver’s license or other government issued pictured ID required (not your Op Cert ID)
- ▶ Open Exams
 - Two (2) scheduled
 - Pre-approval advised, but not required at this time
 - Must present Authorization Letter or Exam Application to enter test site
 - Driver’s license or other government issued pictured ID required (not your Op Cert ID)

Exam Rules

- ▶ Must present Letter of Authorization to enter a Closed Exam
- ▶ An exam application or Letter of Authorization must be presented to enter an Open Exam
- ▶ A Driver’s License or ID issued by the DMV must be presented. ID must have a picture.
- ▶ No cell phones, cameras, earpieces, headsets, PDAs, radios, MP3 players, etc. allowed in the testing facility (building)
- ▶ No hats, bags, purses, pads, tablets, papers, manuals, binders, etc. allowed in building
- ▶ No Loitering. After you take your exam and pay your exam fees you must leave the testing area.
- ▶ You should bring only the following items to the exam center:
 - ▶ Letter of Authorization for Closed Exam
 - ▶ Exam Application or Letter of Authorization to an Open Exam
 - ▶ ID with picture (Driver’s license or ID issued by DMV)
 - ▶ 2 - # 2 lead pencils (sharpened)
 - ▶ Calculator
 - ▶ Simple 10 key preferred
 - ▶ Not programmable
 - ▶ Money to pay for each exam
 - ▶ currently \$5 per exam (currently exam fees are not collected in advance)
 - ▶ exam fees are not refundable
 - ▶ no change can be given for checks written for an amount greater than what is owed for the exam (i.e. – check for three exam for \$15 but take fewer exams)